

TOWN OF DUMFRIES

ADMINISTRATIVE ASSISTANT TO THE TOWN MANAGER

Starting Salary Range \$42,400 - \$49, 999 DOQ

GENERAL DEFINITION AND CONDITIONS OF WORK:

Under general supervision, performs a variety of difficult, responsible, sensitive and confidential office administrative and secretarial support functions for the Town Manager, Town Attorney, and Town Council and performs related duties as assigned. Performs responsible, professional administrative work to assist the Town Manager in accomplishing many of his/her job responsibilities. Outcomes are outlined by the Town Manager and the Administrative Assistant to the Town Manager must be sufficiently resourceful and experienced to devise the workloads and processes to provide a completed, professional end product.

This position requires spending most of the workday in Town offices doing tasks related to organization, research, policy, and public presentations. This position is distinguished from that of an Administrative Assistant in that the Administrative Assistant to the Town Manager performs a variety of difficult, sensitive, and confidential support services, requiring a high degree of independent judgment and a thorough knowledge of Town functions, policies and procedures. Public contact is frequent and an important part of the job.

Highly effective verbal communication skills are required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately through oral communications in person and by telephone or email.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The duties listed herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or of a logical assignment to this position.

This position is expected to use all Microsoft Office Suite software in a highly efficient manner in order to establish databases and provide a wide variety of documents as well as technical and statistical reports, especially where knowledge of format and presentation is necessary. This position provides secretarial and administrative support to the Town Manager and Town Attorney, drafts and/or types materials, memoranda, correspondence, reports, agreements, presentations, overheads, manuals, forms, and other documents often of a highly sensitive and confidential nature. In addition this position is also responsible for proofreading and checking typed and other materials for accuracy, completeness, and compliance with Town standards, policy, and procedures while also ensuring that materials, reports, and documents for signature are accurate and complete.

The Assistant to the Town Manager acts as a liaison in coordinating matters between the Town Manager's Office and Department Heads, and follows up to ensure that any needed action is taken. This position is responsible for researching and assembling information from a variety of sources for the preparation of records, correspondence and reports for the Town Manager and Town Attorney. In addition, the assistant to the Town Manager assists in making appointments and coordinating the Town Manager's schedule.

KNOWLEDGE, SKILLS AND ABILITIES:

Assistants to Town Managers usually have policy skills related to the analysis and communication of proposals and regulations. They must display a thorough knowledge of standard office practices, procedures, equipment and techniques as well as a thorough knowledge of office programs and policies. In addition, they must be able to make arithmetical and technical calculations, deal with the public in a helpful, efficient manner, operate a variety of standard office equipment and be able to demonstrate skill in the use of computers, databases, and search engines.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to two (2) years of college including or supplemented by courses in Microsoft Office Suite, management, and leadership training, office administration and information technology, with a minimum of five years of increasingly responsible office administration experience, preferably in a governmental setting.

OTHER

This position includes participation in the Virginia Retirement System (VRS), health insurance (100 % of employee only costs paid and 20% of dependent costs), sick and annual leave benefits, and the ability to participate in a deferred compensation program (employee contributions only).

APPLICATION PROCESS

Please [click here](#) for the Town of Dumfries application. Interested parties must submit application, cover letter and resume addressed as follows:

Daniel E. Taber
Dumfries Town Manager
17755 Main Street
Dumfries, Virginia 22026-2386

All applications must be received no later than midnight on March 13, 2015.